



RECRUITMENT PACK

INTERIM CHIEF EXECUTIVE OFFICER

OCTOBER 2026



Welcome



Dear Applicant,

Thank you for your recent interest in the Interim Chief Executive Officer role at VODA (North Tyneside Voluntary Organisation Development Agency).

VODA works to support and develop the voluntary and community sector by providing a wide range of support services and by representing the views of the sector to government and policymakers on a local and national level.

- We have over 300 VODA members made up of voluntary, community and social enterprise organisations in the North Tyneside area. In addition to this, we have a further 600 groups and organisations that are part of our community database and networks.
- We have a strong Board of Trustees who bring a wealth of experience and knowledge.
- We have a committed, passionate and experienced staff team.
- We provide advice and guidance for the trustees, committee members and anyone else involved in the governance of an organisation.
- One of our key objectives is to ensure the voluntary and community sector has a strong voice, and is respected and involved in decision making as an equal partner.
- We have additional funded projects that support the local community and CVS. Including the North Tyneside Volunteers Centre.

We are seeking an Interim Chief Executive **who is able to start on 23 November 2026** to provide clear, visible and hands-on leadership to North Tyneside VODA during a period of transition, ensuring organisational stability, effective day-to-day management and continued delivery while the Board recruits a substantive Chief Executive.

We offer 28-33 days holiday plus Bank Holidays (pro rata for part time staff), a personal development and training allowance, flexible and hybrid working where the post allows, BUPA cash plan, 5 volunteer days (pro rata for part time staff), car and cycle mileage allowance and the ability to contribute to the culture and practices of VODA by being involved in the staff working groups.

- VODA recognises that everyone has a contribution to make to our society and a right to equal treatment.
- VODA is fully committed to providing an environment which eliminates discrimination and actively promotes diversity and values difference based on the unique contributions of individuals.
- We are part of the Disability Confident Employer scheme. If you are disabled and meet the minimum criteria, you are guaranteed an interview. Please let us know if this applies to you when you email your CV and covering letter across to us.

If you are selected for interview, you will be contacted via email with a date and time. Interviews will be held in person in the Spirit of North Tyneside Hub. You will be sent directions to the Hub, the names and roles of those interviewing you and pictures of the space. We will also ask if you have any additional requirements to be able to attend an interview. VODA sends applicants the interview questions before the interview, and you are able to bring notes into the interview with you.

The closing date for applications is Monday 26 October at 5pm, with interviews being held on Thursday 5 November and the expected start date is Monday 23 November.

To apply, send your CV and a covering letter outlining how your experience and skills meet the requirements of the role to admin@voda.org.uk.

Top tip: To ensure our recruitment process is fair, we assess all applications against the criteria listed in the person specification. In your cover letter, please tell us how your skills, experience and knowledge meet these criteria. Where possible, include examples. This will help us understand your suitability for the role.

If you would like to discuss the role before applying, don't hesitate to get in touch with Vicky Smith, Chief Executive Officer, by email vicky.smith@voda.org.uk.

If you require this pack in an alternative format, please contact admin@voda.org.uk or call 0191 323 2040.

Vicky Smith
Chief Executive Officer



About North Tyneside VODA

VODA is North Tyneside Voluntary Organisations Development Agency. We value, promote and support the development of the voluntary and community sector by providing an independent, sensitive, responsive and inclusive service to achieve an active and lively community, which is rich in volunteers.

VODA has been in existence since 1993. VODA is overseen by a Board of Directors, who are elected by VODA members at our Annual General Meeting. Below are VODA's main areas of work:

Advice and support for voluntary or community organisations based in or operating in North Tyneside on a range of topics including developing a new group, fundraising, financial management, and governance.

Information production: We ensure the local voluntary sector stays informed about key issues impacting its work. Our regular e-bulletin, with over 1,600 subscribers, provides timely updates, funding and essential news. Our website features a comprehensive collection of information sheets and guidance to support the sector. Additionally, we manage multiple social media profiles, sharing information on events, news, and training opportunities.



VODA runs the accredited **Volunteer Centre** for North Tyneside, raising awareness of the benefits of volunteering, recruiting, and placing volunteers with a range of voluntary, community and statutory organisations. We deliver volunteering projects including a supported volunteering project for people with enduring mental health issues and other long-term conditions.

About North Tyneside VODA

Training: VODA provides low cost or free training to meet the needs of the local voluntary and community sector, both in person and online.

Networking and developing partnerships with local, regional and national organisations. VODA facilitates local networks including the Volunteer Network and North Tyneside VCS Chief Officers group. VODA works strategically with a range of voluntary and public sector organisations including North Tyneside Strategic Partnership.

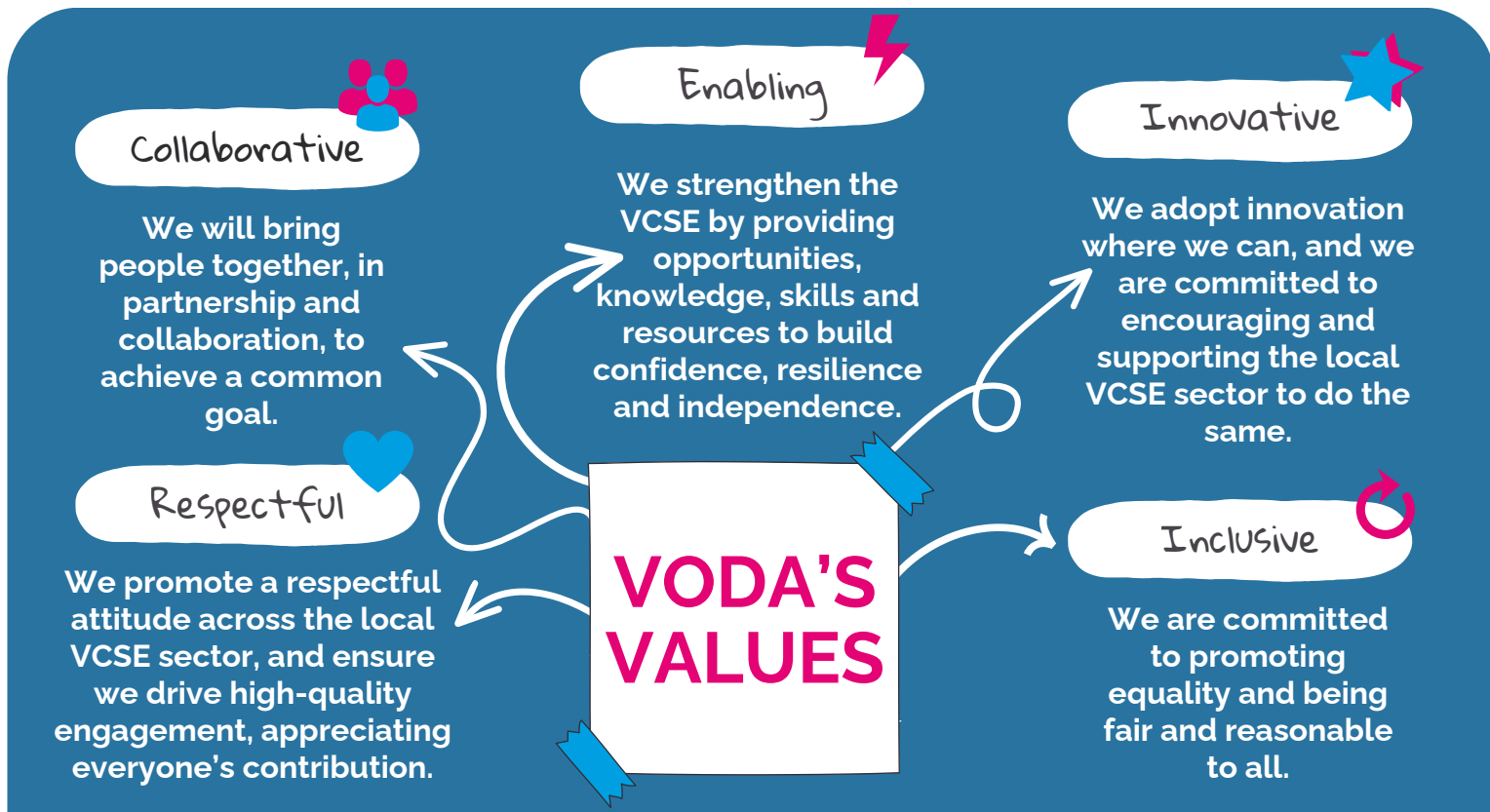


Representation: VODA provides a voluntary sector viewpoint and facilitates representation within the sector in North Tyneside on a broad range of issues.

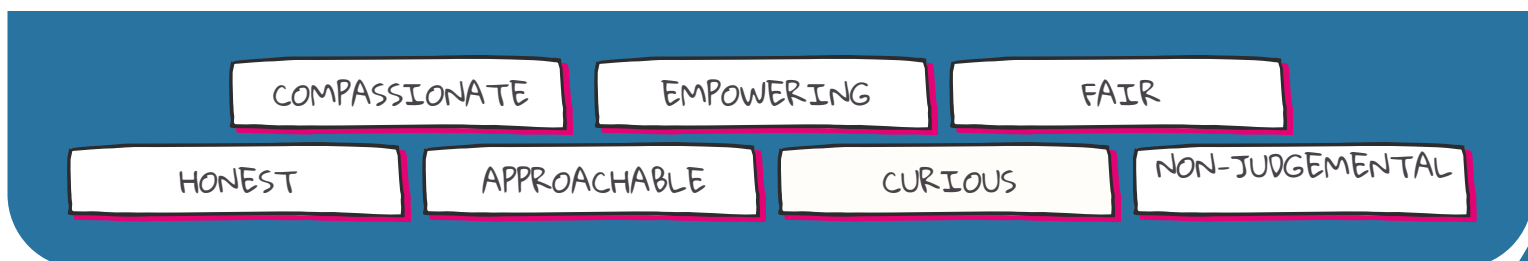
VODA manages a range of contracts and other projects as appropriate to the needs of the local community, and where they fit with our strategic objectives.



VODA Values



ALIGNED TO OUR VALUES, OUR ORGANISATIONAL BEHAVIOURS ARE:



ENGAGE - SUPPORT - DELIVER

VODA'S MISSION

We support volunteers and community organisations to enable people to live happier, healthier and more fulfilling lives in North Tyneside.

OUR STRATEGIC OBJECTIVES

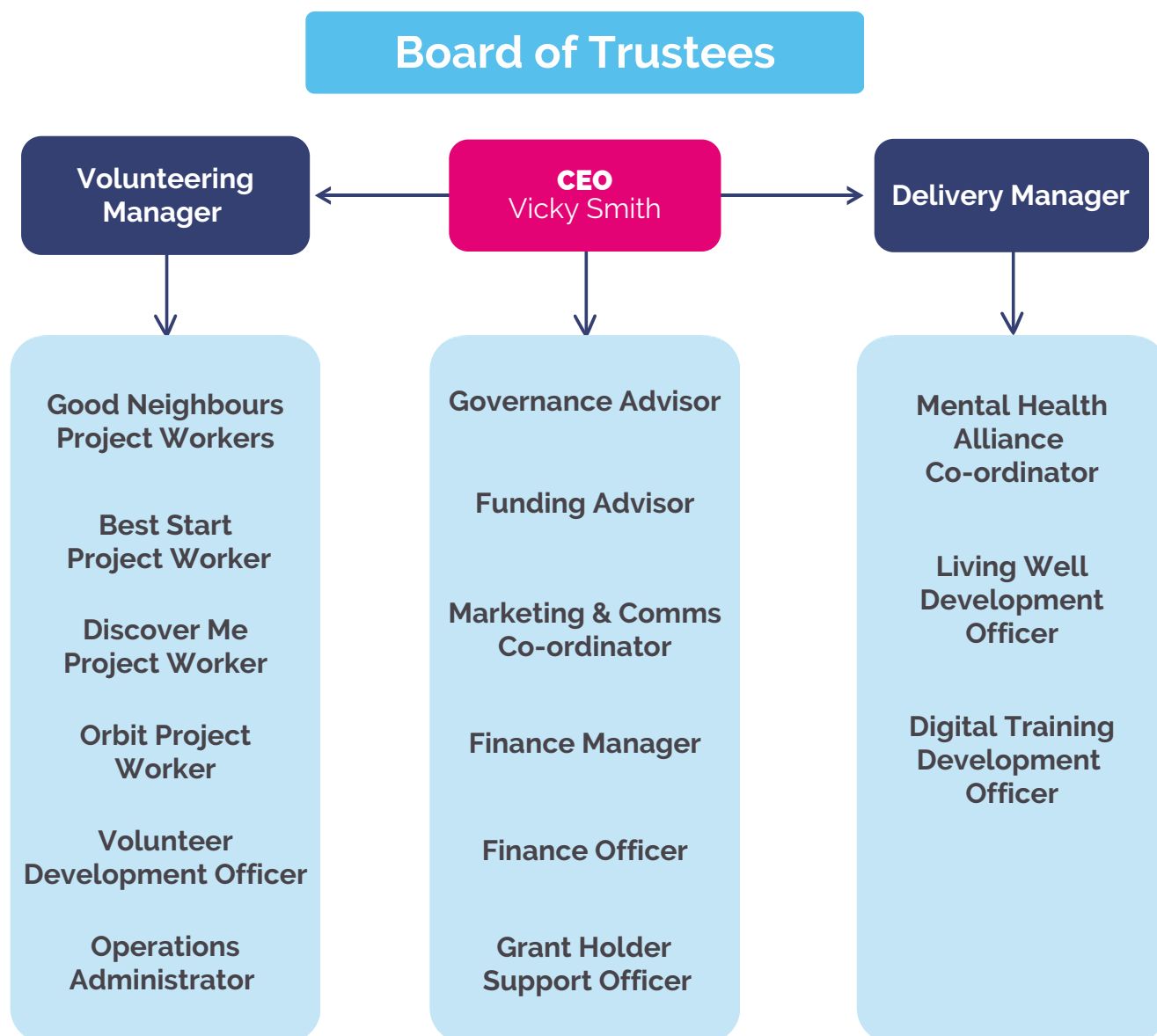
CORE SERVICES	VOLUNTEERING	SUSTAINABILITY	PARTNERSHIPS	REPRESENTATION
				
				
We will provide a full range of high-quality core services free to volunteers and voluntary and community organisations across North Tyneside.	We will manage and operate the North Tyneside Volunteers Centre, and directly deliver programmes that enable volunteers to support local residents and organisations.	We will offer a number of chargeable services that are in demand within the VCSE sector, but which lie outside of our free core services.	We will support and facilitate strong, mutually beneficial partnerships between VCSE organisations and other sectors.	We will ensure the VCSE sector has a strong voice, is respected and is involved in decision-making as an equal partner.

VODA VALUES

SECTOR & BOROUGH WIDE

ENGAGE - SUPPORT - DELIVER

Structure of VODA



Why work for VODA

At VODA we try to create an atmosphere of trust and respect, where people feel valued and engaged, and where everyone is treated equally. We strive to be a good employer, service provider and neighbour. Among the benefits of working for VODA are:

- **Flexibility and Hybrid Working:** We believe in arranging work patterns around other commitments such as family life, so we offer a hybrid working arrangement and flexibility around working times where the role allows.
- **Pay:** We pay our staff at very competitive rates.
- **Pension:** Providing you are eligible, VODA contributes a monthly amount into the designated pension scheme.
- **Mileage allowance:** We pay car or cycle mileage allowance for work-related journeys.
- **Holidays:** Full-time staff currently get a minimum of 28 days holiday a year, rising by 1 day per year up to a maximum of 33 days plus Bank Holidays. Part-time staff receive holidays pro rata.
- **Volunteer Days:** We offer 5 volunteer days per year (pro rata for part-time staff).
- **Wellbeing Activities:** We offer an optional monthly wellbeing hour when staff can choose to take part in a variety of activities organised by the wellbeing working group.
- **Focus on Employee Development:** We believe that as staff develop, so too does VODA. To encourage this, we provide a Personal Training Budget, regular Support and Supervision Sessions – with the emphasis very much on support – to help staff review their projects and their own needs. At the end of the year, we pull everything together in a more formal Appraisal session to help you take stock of what has happened during the previous 12 months, and what you need to do to meet the challenges that lie ahead.
- **Sick Pay Scheme:** We operate a contractual sick pay scheme (after the first 6 months of employment) to help you when you are unwell. The length of contractual sick pay depends on how long you have worked for us.

Why work for VODA

- **Health Care Scheme:** Staff are entitled to join our health care scheme operated by BUPA.
- **Carers Leave** VODA staff are entitled to one week every 12 months of unpaid Carers Leave if they have dependants who rely on them for care.
- **In-house expertise:** VODA has been around for more than three decades, and during that time, we have built up expertise in several key areas. The way we work allows you to draw on that expertise and add your own to it.
- **Unrivalled experience:** VODA is a key player in North Tyneside's voluntary and community sector. You will gain invaluable experience that you can use to further develop your career.
- **Cross-team working:** No one works in isolation at VODA. In addition to being an integral part of your own team, you will have the opportunity to work with other teams on common themes, to join working groups, and to have your say on a wide range of issues.
- **Conferences:** We encourage staff to attend conferences that will benefit them, VODA and the community.



Quotes from staff



“ VODA's friendly and welcoming atmosphere is one of the many reasons I love working here. Our wide range of projects makes every day interesting, as does our diverse team of encouraging and enthusiastic staff. VODA's collaborative approach to working in the community is one of the many reasons it is such a valued institution and employer in North Tyneside. VODA really cares about its employees and strives to ensure staff are happy and fulfilled. VODA goes above and beyond to accommodate its staff, as well as promoting flexible working and good wellbeing in the workplace. ”

“ VODA is the best place I have ever worked at-everyone is so friendly and supportive. ”

“ VODA is a fantastic place to work - they really strive to give you a healthy work/life balance ”

“ The staff team are fantastic, so supportive, helpful and encouraging of each other. There is a culture of wellbeing, listening to staff and encouraging them to develop their skills throughout the organisation. The individual projects are amazing, there is always lots going on but everyone still works collectively. ”

Quotes from staff



“ I love working for VODA. They really take care of their staff and value each and every one of us. I always feel supported to, listened to and heard. I've never felt happier in a job. It is such a great team to work with.

”

“ I have worked at VODA for nearly 2 years now and can honestly say it's an incredibly supportive environment and no matter what project you work on, you're really made to feel part of the wider team. I have also appreciated the amount of training/development opportunities on offer.

”

“ At VODA, I feel trusted to do my job in a way that works for me, with the flexibility to balance life and work. There's always support when I need it, and I know I'm part of a team that's making a real difference in the community.

”

“ I really enjoy working at VODA with likeminded people. I have found everyone to be very welcoming, supportive and generous with their time and knowledge. It's great to feel well supported and encouraged to develop your own post and project.

”

Job description

Job title: Interim Chief Executive Officer

Hours: Full-time

Salary: £49,342 per annum

Responsible to: The Chair and Board of Trustees

Purpose of the Role

The Interim Chief Executive will provide clear, visible and hands-on leadership to North Tyneside VODA during a period of transition, ensuring organisational stability, effective day-to-day management and continued delivery while the Board recruits a substantive Chief Executive.

Working within the strategic direction and delegated authority set by the Board of Trustees, the Interim Chief Executive will start the process of identifying longer-term strategic, structural or service development opportunities and provide recommendations to the Board and incoming Chief Executive.

This is a hands-on leadership role. The postholder will be expected to quickly understand the organisation, maintain momentum on existing priorities, address issues requiring immediate attention and provide stability and confidence to staff, trustees and partners.

The Interim Chief Executive will ensure VODA remains well-managed and effective throughout the transition and is in a strong position for handover to the substantive Chief Executive.

Location and Ways of Working

This is a North Tyneside-based role and is not a remote position. The Interim Chief Executive is expected to be visible and accessible to staff and to maintain strong face-to-face relationships with partners, funders, commissioners and organisations across North Tyneside.

Some remote working may be agreed with the Chair where appropriate, but the needs of the organisation and the requirement for visible leadership will take priority.

Job description

Key Responsibilities

1. Leadership, Stability and Delivery

- Provide clear, visible and effective leadership across VODA during the transition period.
- Take overall responsibility for the day-to-day management and performance of the organisation.
- Quickly establish a clear understanding of VODA's people, finances, services, contracts, partnerships, priorities and risks.
- Maintain progress against agreed strategic and operational priorities.
- Work closely with staff and remain sufficiently involved in delivery to understand challenges, remove barriers and ensure priorities are achieved.
- Identify matters requiring immediate attention and take timely and proportionate action.
- Maintain organisational stability while addressing significant issues that should not reasonably be deferred to the substantive Chief Executive.
- Ensure legal, regulatory, contractual and good-practice requirements continue to be met.

2. Finance, Income and Sustainability

- Take executive responsibility for VODA's financial management and sustainability during the interim period.
- Maintain strong oversight of budgets, forecasts, cash flow, funding commitments and financial performance.
- Identify and respond promptly to emerging financial risks or pressures.
- Maintain key relationships with funders and commissioners and actively progress priority funding applications, tenders and income opportunities.
- Ensure appropriate financial controls and compliance with funding and contractual requirements.
- Ensure the Board receives clear and timely financial information to support effective scrutiny and decision-making.

Job description

3. People and Culture

- Lead and support VODA's staff team, providing effective line management to direct reports.
- Provide stability, clarity and confidence to staff during the transition period.
- Maintain a visible and approachable leadership presence and effective communication across the organisation.
- Ensure people understand priorities, responsibilities and expectations and are supported to deliver them.
- Address significant performance, conduct or organisational issues fairly and promptly.
- Promote a positive, inclusive and accountable culture and support staff wellbeing throughout the transition.

4. Sector Leadership and Partnerships

- Maintain VODA's role as a credible advocate for the VCSE sector across North Tyneside.
- Maintain and strengthen key relationships with voluntary and community organisations, public sector bodies, funders, commissioners and strategic partners.
- Represent VODA at relevant local, regional and national strategic forums.
- Ensure the needs and contribution of the local VCSE sector continue to be represented within strategic discussions and decision-making.
- Protect and maintain VODA's reputation as an independent, trusted and constructive strategic partner.

5. Governance, Risk and Accountability

- Work closely and effectively with the Chair and Board of Trustees throughout the transition period.
- Provide trustees with clear, accurate and timely information, advice and recommendations.
- Ensure Board decisions are implemented and progress appropriately reported.
- Maintain effective organisational risk management and ensure significant financial, operational, people, safeguarding, reputational and compliance risks are identified and managed.

Job description

- Escalate significant concerns or emerging risks promptly and transparently.
- Ensure VODA fulfils its legal and regulatory responsibilities as a charity and employer.

6. Transition and Handover

- Support the Board in maintaining organisational continuity during the recruitment of the substantive Chief Executive.
- Maintain clear records of significant decisions, commitments, risks and emerging issues.
- Identify longer-term opportunities or challenges for consideration by the Board and substantive Chief Executive.
- Exercise appropriate judgement about decisions requiring immediate action and those which can reasonably form part of the substantive Chief Executive's longer-term agenda.
- Ensure an effective handover covering VODA's finances, people, services, funding, partnerships, priorities, risks and significant outstanding matters.

Authority and Accountability

The Interim Chief Executive is the senior employee of North Tyneside VODA and, for the duration of the appointment, holds the executive authority and accountability of the Chief Executive role.

Working within the strategy, policies, budget and delegated authority agreed by the Board, the Interim Chief Executive has responsibility for:

- organisational performance and delivery.
- financial management and sustainability.
- staff leadership and management.
- delivery of services, contracts and funded programmes.
- priority income generation and funding activity.
- partnerships and external representation.
- organisational risk and regulatory compliance.
- implementation of agreed organisational priorities.

Job description

Matters reserved to the Board, or falling outside agreed budgets, policies or delegated authority, must be referred to the Board.

The interim nature of the appointment does not diminish the postholder's responsibility or accountability for the effective management of VODA.

Person Specification

Experience and Knowledge

The successful candidate will demonstrate:

- Significant senior leadership or management experience, ideally within the voluntary, community, social enterprise or wider public service environment.
- Experience of taking responsibility for organisational or service performance, including people, finances, risk and delivery.
- Experience of providing effective leadership during periods of transition, uncertainty or organisational change.
- Experience of leading and supporting multidisciplinary staff teams.
- Strong financial management experience, including budgets, forecasting, cash flow and monitoring financial performance.
- Experience of income generation, commissioning, fundraising, tendering and/or funding relationships.
- Experience of building effective relationships with funders, commissioners, partners and senior stakeholders.
- Experience of working with, supporting or reporting to a Board or equivalent governing body.
- A strong understanding of the VCSE sector, its funding environment and the role of local infrastructure organisations.
- An understanding of charity governance, organisational risk and relevant regulatory responsibilities.
- Previous experience as an Interim Chief Executive is desirable but not essential.

Job description

Skills and Leadership Approach

The successful candidate will:

- Be able to quickly understand an organisation, establish priorities and provide confident leadership.
- Be a visible, accessible and inclusive leader who is comfortable combining strategic oversight with hands-on involvement.
- Provide stability while being prepared to address difficult or pressing issues.
- Build credibility and trusted relationships quickly with staff, trustees and external partners.
- Demonstrate sound judgement and take ownership of decisions and organisational challenges.
- Be financially confident and able to interpret budgets, performance information and organisational risk.
- Communicate clearly and effectively with a range of audiences.
- Delegate effectively while retaining appropriate oversight and accountability.
- Demonstrate integrity, openness, resilience and adaptability.
- Be committed to VODA's purpose, equality and inclusion, and the development of the VCSE sector in North Tyneside.

Job description

Terms and conditions

Location: North Tyneside

Salary: £49,342 per annum

Start Date: Monday 23 November

Contract: Fixed term, initially six months

Pension: If eligible, you will be auto enrolled into the VODA Pension Scheme.

Hours: Full-time

Holidays: The holiday entitlement is 28 days per year increasing by one day per completed year rising to a maximum of 33 days. All holidays are pro rata for part time staff.

Maternity/Paternity: Details of maternity/paternity leave are available.

Sick Pay: Details of sick pay arrangements are available.

Health Scheme: Employees are entitled to join VODA's health scheme, which is operated through BUPA.

Expenses: Travel expenses are paid for necessary work-related journeys.

Notice: Three months

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**North Tyneside Voluntary Organisations
Development Agency (VODA)**

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